

State Tax Commission of Missouri

JOB OPPORTUNITY

Position: Senior Hearing Officer

GENERAL DESCRIPTION:

Presides over appeals to the State Tax Commission, duties include conducting prehearing conferences, ruling on discovery disputes, presiding over formal evidentiary hearings, and writing orders and decisions. Interprets and applies procedural and substantive statutes, rules, and policies pertinent to ad valorem property tax. Compiles and maintains record of evidence, ensuring proper handling of matters for appeal, confidentiality and other considerations. Work is performed under minimal supervision with extensive latitude for initiative and exercising independent judgment. Responsible for the full range of cases, including complex and multi-party proceedings.

WORK TO BE PERFORMED:

- Presides as hearing officer in administrative ad valorem tax appeal hearings and writes proposals for decision or final orders, as appropriate.
- Responsible for hearings involving varied and complex legal, procedural, and technical issues.
- Administers oaths; examines witnesses; rules on evidence; and issues orders relating to discovery and other prehearing matters, including scheduling orders.
- Analyzes testimony and other evidence.
- Applies all pertinent law to case.
- Performs related work as assigned.
- Conforms to agency policies regarding ex parte communications and ethics matters.
- Travel throughout the State.

QUALIFICATIONS:

Education and Experience Required:

- Graduation from an accredited law school with a Juris Doctorate
- Litigation or Hearing Officer experience
- Excellent research and writing skills. (Writing sample required at time of submission of application.)

Preferred:

- Real Estate, Appraisal or Finance experience.

Knowledge, Skills, and Abilities

- Extensive knowledge of administrative law and the hearing process in the State of Missouri and ability to handle cases according to requirements of law; ability to determine and apply the relevant rules and statutes pertinent to the assigned cases; and the ability to preside over hearings effectively.
- Effective oral and written communication skills.

- Skill in the use of electronic data and/or word processing equipment and software.
- Ability to work with minimal supervision.
- Ability to meet deadlines.
- Ability to handle large volume of cases and complex, multi-party matters.

Registration, Certification, or Licensure

- Licensed to practice law in the State of Missouri

Salary: \$40,000 - \$53,000

Application Process: If interested in applying, please submit a completed application, current resume, cover letter and transcripts, if applicable, to the address listed below. All applications/resumes must be received no later than September 30, 2015. The State Tax Commission of Missouri application is available online at www.stc.mo.gov or may be requested by contacting Human Resources at the telephone number or e-mail address listed below:

State Tax Commission of Missouri

ATTN: Human Resources

PO Box 146

Jefferson City, MO 65102-0146

Phone: (573) 751-2414

Fax: (573) 751-1341

E-mail: stc@stc.mo.gov

Affirmative Action/Equal Opportunity Employer